

## **2006 Census of State and Local Law Enforcement Training Academies**

### **SUMMARY**

The purpose of this notice is to announce a public solicitation to obtain a data collection agent for the 2006 Census of State and Local Law Enforcement Training Academies.

### **SUBMISSION OF APPLICATIONS**

The Office of Justice Programs (OJP) requires that all discretionary, competitive grant programs be administered through Grants.gov. Using an established Internet account, go to [www.grants.gov](http://www.grants.gov).

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it may take 3-5 business days to have your registration validated and confirmed, and to receive your user name and password.

Proposals must be submitted to the Bureau of Justice Statistics (BJS) through Grants.gov on or before 5:00 p.m. EDT by February 7, 2006.

### **CONTACT INFORMATION**

For additional information contact Matthew J. Hickman, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington, D.C. 20531; Phone (202) 353-1631, or email [Matthew.Hickman@usdoj.gov](mailto:Matthew.Hickman@usdoj.gov).

### **AUTHORITY**

Omnibus Crime Control and Safe Streets Act of 1968, Section 302, as amended, 42 U.S.C. 3732.

### **PROGRAM GOALS**

The purpose of this award is to provide funding to administer the 2006 Census of State and Local Law Enforcement Training Academies. The census will obtain information about basic law enforcement training practices and will be used to examine variation in the characteristics of training staff, recruits/trainees, training curricula, training facilities, and policies in State and local academies operating in the United States. The data collection instrument and preliminary respondent list (approximately 650 respondents) will be provided by BJS. OJP awards are subject to the availability of appropriated funds. Based on availability of funds, BJS anticipates making one award for a 12-month period under this solicitation with an award date on or after April 1, 2006.

## **BACKGROUND**

The 2006 Census of State and Local Law Enforcement Training Academies is part of a continuing effort by BJS to expand statistical activities related to law enforcement generally, and law enforcement training in particular. The first training academy census, conducted in 2002, established baseline information on the operations of the Nation's State and local basic law enforcement training academies. The final report, "State and Local Law Enforcement Training Academies, 2002," as well as the final dataset and documentation, may be found on the BJS website at <http://www.ojp.usdoj.gov/bjs/abstract/slleta02.htm>. The 2006 census will update and document any changes since the 2002 census. Information generated by this data collection will help to improve the Nation's understanding of law enforcement training. The information will be useful for Federal, State, and local governments to assess the areas in which additional resources for development, improvement, or expansion of law enforcement training capabilities may be necessary.

## **ELIGIBILITY REQUIREMENTS**

Both for-profit and nonprofit organizations may apply for funds. However, consistent with OJP fiscal requirements, for-profit organizations are not allowed to make a profit as a result of this award or charge a management fee for the performance of this award.

**Faith-Based And Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OJP assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. OJP grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OJP grant funds; rather, such religious activity must be separate in time or place from the OJP funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OJP are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

## **SCOPE OF WORK**

The objective of this project is to conduct data collection activities for the 2006 Census of State and Local Law Enforcement Training Academies. This includes extensive follow-up, data verification, data entry, and delivery of a final data set and documentation. The census data collection instrument and preliminary respondent list will be provided by BJS. In preparing proposals for this solicitation, applicants are strongly encouraged to review the data collection instrument, dataset, and statistical report generated from the 2002 Census, available on the BJS website at <http://www.ojp.usdoj.gov/bjs/abstract/slleta02.htm>.

The data collection agent will have routine contact with the training academies and must be knowledgeable of law enforcement issues. The recipient of funds will:

1. Develop a detailed timetable for each task in the project. Data collection should begin in Spring 2006 and be completed within the twelve month project period. After the BJS project manager has agreed to the timetable, all work must be completed as scheduled.
2. Provide a final review of the data collection instrument drafted by BJS for form and content.
3. Verify and update (as needed) the names, addresses, and appropriate contact information from the respondent list provided by BJS. Using a wide variety of information sources (including public and commercial databases, as well as membership lists of professional associations), conduct a search for additional academies that may be in-scope since the 2002 census.
4. Mail surveys to respondents and provide extensive follow-up to respondents that require assistance, clarification, or encouragement to complete the survey. This may involve multiple follow-up telephone calls, re-mailing or re-faxing surveys, and e-mail correspondence.
5. Create and maintain a website which respondents can use to submit their data. Electronic submission will be the preferred method of response, and respondents should be encouraged to use this method. The web based collection shall provide security control through password protection for respondents submitting data.
6. Implement and maintain an automated system to provide ongoing status of each survey's respondent, complete documentation, and an inventory of follow-up communication and procedures for each case. Respondents' method of response (website, mail, fax, or phone) shall be included in this system. This

automated tracking system should remain current and accessible to the BJS project monitor at all times.

7. Identify techniques necessary to achieve a 95% or better survey response rate and a 100% item response rate.

8. Deliver to BJS electronic versions of the survey data, and documentation on diskette and in ASCII file format. Survey documentation should include, but is not limited to, a comprehensive codebook detailing variable positions, data coding, variable and value labels, any recoding implemented during the data cleaning process, methods used for dealing with missing data, and copies of all program code used to generate data or published statistics. All data and documentation from this survey will be posted on the BJS website, and the data will be archived at the National Archive of Criminal Justice Data, operated by the Inter-University Consortium for Political and Social Research (ICPSR). No release or use of the data (including presentations and publications) prior to the release of the public use dataset can take place without written permission of the BJS Director.

9. All project requirements must be completed within one year of project start date, with monthly progress reports to be provided to BJS that provide evidence of consistent advancement toward meeting the performance measures outlined herein.

## **AWARD PROCEDURES AND EVALUATION CRITERIA**

Proposals should describe the plan and implementation strategies outlined in the Scope of Work. Information on staffing levels and qualifications should be included for each task and descriptions of experience relevant to the project. Resumes of the proposed project director and key staff should be submitted with the proposal.

Applications will be reviewed competitively with the final award decision made by the Director of BJS. The applicant will be evaluated on the basis of:

1. Content of the proposal and how it addresses the tasks in the Scope of Work.
2. Demonstrated knowledge of applied survey research, including survey construction, interview techniques, data collection, data coding, entry and verification, and the production of public-use data files. This includes availability of an adequate computing environment, knowledge of standard social science data processing software, and demonstrated ability to produce SPSS readable data files for analysis and report production.
3. Demonstrated ability and experience in collecting data from a large number of criminal justice related agencies or similar entities.

4. Demonstrated fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicant should include detailed staff resources and other costs by project tasks.

## PERFORMANCE MEASURES

To assist OJP in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. These data will also contribute to the achievements of BJS's overall statistical program. BJS's mission is to produce and disseminate accurate, objective, and independent national statistics. OJP/BJS is responsible for measuring the relevance, utility, and accessibility of its information by the following outcomes: (1) demand for statistical data, and (2) utilization of the data. Performance measures for this solicitation are as follows:

Program Objective	Performance Measures	Indicators to Assess Performance
To conduct a comprehensive census of all State and local basic law enforcement training academies operating in the United States and to collect information pertaining to the staff, recruits/trainees, curricula, facilities, resources, and policies of these academies	Quality of data (accuracy, validity, and reliability of data)	<p>Achieve a 95% or better survey response rate. Survey response rate is calculated as the percentage of academies which voluntarily participate in the data collection. (Target: 95% or better. A response rate lower than the 95% threshold is unacceptable.)</p> <p>Minimum number of missing or inconsistent data in data file (Target: 1% or less on function items, overall personnel items, facility items, curriculum items, and overall recruit/ trainee items, 5% or less on detailed personnel and recruit/trainee items, and 10% or less on budget items).</p>

	Timeliness of data	<p>Post-validation follow-up rate (Target: 1% or less of respondents require post-validation follow-up and error correction).</p> <p>Time from the initiation of the collection to close of the reference period (Target: 10 months).</p>
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## APPLICATION REQUIREMENTS

When applying for Federal funding, applicants must provide the following:

**Attachment 1 - Budget detail worksheet and budget narrative.** The Budget Detailed Worksheet may be found through the Internet at [http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf), OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds, contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at <http://www.ojp.usdoj.gov/FinGuide>. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

**Attachment 2 - Project Narrative.** The project narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed time line for project activities, a description of the survey methodology to be used including defined geographic boundaries, data collection method, data entry, and data documentation procedures.

**Attachment 3 - Other Program Requirements (Key staff information, Privacy Certification, and Human Subjects Protection Certification of Compliance).** Information on key staff includes a staff loading chart, by task and contract year, showing the role and number of hours (per year) committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the grant; and an identification by name of all key personnel with decision making authority.

The **Privacy Certificate** is a funding recipient's certification of compliance with Federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP funded research or statistical activity. The funding recipient's Privacy

Certificate includes a description of its policies and procedures to be followed to protect identifiable data. (A model certificate is located at <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjsmpc.pdf>).

**Protection of Human Subjects.** BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the Federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjssspshs.pdf>.

**Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.** Applicants are required to review and check off the box on the certification form included in their online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)."

## **HOW TO APPLY**

Applications must be submitted through the Grants.gov process. Please refer to "How to Apply through Grants.gov" at <http://www.ojp.usdoj.gov/bjs/pub/html/howtoapply.htm> for the online application process instructions and forms to complete. If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at 1-800-518-4726.

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734.

## **OTHER REQUIREMENTS**

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application.

**Assurances.** The applicant must comply with the assurances in order to receive Federal funds under this program. It is the responsibility of the recipient of Federal funds to fully understand and comply with these requirements. Failure to comply may result in withholding of funds, termination of the award, or other sanctions.

**Anti-lobbying Act.** The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

**Civil Rights Compliance.** Recipients of DOJ financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP).

To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:



Office for Civil Rights  
Office of Justice Programs  
U.S. Department of Justice  
Eighth Floor  
Washington, DC 20531

**Information Technology Compliance.** As appropriate, all equipment and software developed under awards that result from this solicitation must be compliant with U.S. Department of Justice information technology interface standards, including the **National Criminal Intelligence Sharing Plan**, the **Global Justice XML Data Model**, and the Law Enforcement Information Sharing Plan (LEISP). A list of additional standards can be found at the **OJP Standards Clearinghouse**.

**Rights in Intellectual Property.** The U.S. Department of Justice reserves certain rights with respect to data, patentable inventions, works subject to copyright, and other intellectual property associated with an award of Federal funds. See 28 CFR section 70.36 and 37 CFR part 401.

December 2005

Lawrence A. Greenfeld  
Director  
Bureau of Justice Statistics